

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-40

☐

Other

☒

Amendment Number:

000001

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2011

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Facilitation/ORD Climate Survey

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.4

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 02/17/2011 To 03/31/2011

Comments:

No cost extension requested to allow SCG sufficient time to collect responses from the OSA staff, before submitting the final notes.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO

(Max 2)

☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE: 32

12/16/2008 To 11/30/2011

This Action:

0

Total:

32

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Michael Bender

Branch/Mail Code:

Phone Number 202-564-6829

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

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Facilitation of ORD Survey

Contractor

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Specify Section and paragraph of Contract SOW

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Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 02/17/2011 To 03/01/2011

Comments:



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Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



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Line	OCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
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This Action:

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Total:

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Work Plan / Cost Estimate Approvals

Contractor WP Oated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Michael Bender

Branch/Mail Code:

Phone Number 202-564-6829

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: WA 2-40

Title: FY 2011 Facilitation of the ORD
Climate Survey-Results and Actions
Meeting

Scope of Work Reference: Task: 1, 2, 3

Period of Performance: Date of Issuance through – Mar 1,
2011

Work Assignment COR: Michael Bender
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1. BACKGROUND:

Project Summary-

Any healthy organization must constantly strive to improve. As ORD pursues this goal, we must celebrate and build upon our successes while also recognizing and acting on the challenges we face. The recent climate survey conducted throughout ORD has highlighted our need to do both. The survey's results, which can be found at <http://intranet.epa.gov/ordclimatesurvey> indicate that our staff understands the importance of ORD's work to EPA's mission and that we have the tools and equipment needed to get our jobs done. It also revealed a strong appreciation for collaboration among all levels of ORD staff that is central to our pursuit of an integrated, systems approach to our work. Collaborative efforts were cited nearly 500 times in the narrative survey responses. These trends are a clear gauge of ORD's confidence, capabilities, and movement in the right direction.

The survey also highlighted several issues that must be addressed if we are to achieve our goals as an office. The biggest challenges are related to leadership, internal communication, and administrative support. Left unaddressed, these issues can create a workforce that is motivated by its mission, but frustrated by the obstacles that stand in the way of achieving it.

2. TASK:

Approach and Implementation-

The Office of the Science Advisor is requesting a facilitator and note taker for the FY 2011 ORD Climate Survey-Results and Actions Meeting. A final version of the meeting notes is due by March 1, 2011.

3. DELIVERABLES:

Work Tasks

Table 1 – Work Tasks and Timeline

Milestones	Timeline
1. Facilitation of the FY 2010 ORD Climate Survey-Results and Actions Meeting	Feb 24, 2011
2. Note Taker- Takes Summary Notes During the Meeting	Feb 24, 2011
3. Develop Final Version of the Notes	Mar 1, 2011

This work would be performed under the existing contract(s):

Scientific Consulting Group (SCG), Title: Technology Transfer Support, Contract #: EP-C-08-010, Contracting Officer: Renita Tyus, Project Officer: Verla Sutton-Busby

4. ACCEPTANCE CRITERIA:

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

5. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.